

WELCOME TO FORT EUSTIS

PERSONNEL SERVICE BRANCH



# Personnel Service Branch



- **Personnel Service Manager**

**878-2953**

- **Automation**

**878-5815**

- **ID Cards**

**878-0942**

- **Promotions**

**878-3883**

- **Enlisted Records / Awards /  
In-Out Processing**

**878-3124**

- **Officer Management**

**878-2108**

# Personnel Service Branch



## Services Provided

- Awards
- Promotions
- Officer Evaluations
- Enlisted Evaluations
- In-Out Processing
- ID Card Issuance
- Automation
- Officer Records
- Enlisted Records

# Evaluations



- AR 623-105 (Officer Evaluations)
- AR 623-205 (NCO Evaluations)
- Timeliness

# Enlisted Records



## Services Provided

- Update 93 / SGLV
- Update ERB
- Prepare PQR for Promotion Board
- Prepare 1506

# Awards



- AR 600-8-22
- Timeliness
- Quality Preparation of DA Form 638
- Written Citation

# Promotions



- AR 600-8-19 (Enlisted Promotions and Reductions)
  - Decentralized (PVT-SPC)
  - Semi-centralized (SGT-SSG)
  - Centralized (SFC-CSM)